

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
MILPITAS CITY HALL –COMMITTEE ROOM
455 E. Calaveras Blvd.
7:00 PM – January 10, 2005**

AGENDA

- A. ROLL CALL** Chairperson Marilyn Hay, Trinidad Aolin, Diane Davis, Sen Fan, Carmen Montano, Margie Stephens, Sonny Wang
- Alternates: Yu-Lan Chou, Lynne Estandarte
- B. SEATING OF ALTERNATES**
- C. FLAG SALUTE**
- D. APPROVAL OF MINUTES** November 15, 2004
- E. ANNOUNCEMENTS/CORRESPONDENCE**
- F. CITIZENS FORUM**
Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must stand, state their name and address for the record, and limit their remarks to no more than two minutes. As a unagendized item, no response is required of the Commission or City Staff; however, the Commission may agendize the item for a future meeting.
- G. ADOPTION OF AGENDA** January 10, 2005
- H. OLD BUSINESS**
- 1.1 Library Building Project Update**
City staff will provide an update on the Library Building Project.
- 1.2 Library Naming Subcommittee Update**
- Review Work Plan job assignments.**
Report on action items.
- I. NEW BUSINESS**
- 1.1 Election of Officers**
Background: According to the Library Advisory Commission (LAC) By-laws, Section 5. Officers, “ A Chair and Vice Chair will be selected at the first meeting of the calendar year from the appointed members for a term of two years.”
- Recommendation:** Adhere to the LAC By-laws and hold nominations for the 2005-2007 Chair and Vice Chair Offices.
- 1.2 Children’s Developmental Art Show**
Background: Child Care Coordinator Toby Librande provide a staff report on the “Me and My Family” art show scheduled for the month of April 2005. Staff would like review the show and receive impute and possible commission involvement in this show.
- Recommendation:** Note, receipt and File

1.3 Library Revenue Resources Report

Background: County Library employee, Gay Strand will provide a report on possible revenue sources that the Joint Powers Authority is considering in the near future.

Recommendation: Note Receipt and File

1.4 Facilities Naming Subcommittee recommendation to honor Dr. Martin Luther King Jr. and Cesar Chavez.

Background: Information is enclosed in each commission packet from the agenda and minutes of the City Council meeting dated October 5, 2004, relating to a Facilities Naming Subcommittee recommendation to honor Dr. Martin Luther King Jr. and Cesar Chavez.

Recommendation: The Commission should discuss the Facilities Naming Subcommittee's recommendation to honor Dr. Martin Luther King Jr. and Cesar Chavez.

J. OTHER BUSINESS

- 1.1 Friends of the Milpitas Library Report**
- 1.2 County Librarian Report**
- 1.3 Community Librarian Report**
- 1.4 City Council Report**
- 1.5 City Staff Report**
- 1.6 Future Agenda items**

K. ADJOURNMENT to scheduled meeting on March 14th at 7:00 p.m.

Public comment is allowed on agenda items that are of public interest.

A recorded agenda or minutes on standard cassette or printed in large type will be provided upon request by the Recreation Services Office for the visually impaired.

In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify the Milpitas Community Center 48 hours prior to the meeting at (408) 586-3210, TDD (408) 586-3267.

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
MILPITAS CITY HALL –COMMITTEE ROOM
455 E. Calaveras Blvd.
7:00 PM – March 21, 2005**

AGENDA

- A. ROLL CALL** Chairperson Marilyn Hay, Trinidad Aoalin, Diane Davis, Sen Fan, Carmen Montano,
Margie Stephens, Sonny Wang

Alternates: Yu-Lan Chou, Lynne Estandarte
- B. SEATING OF ALTERNATES**
- C. FLAG SALUTE**
- D. APPROVAL OF MINUTES** January 10, 2005
- E. ANNOUNCEMENTS/CORRESPONDENCE**
- F. CITIZENS FORUM**
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- G. ADOPTION OF AGENDA** March 21, 2005
- H. UNFINISHED BUSINESS**
- 1.1 Library Building Project Update**
City staff will provide an update on the Library Building Project.

Recommendation: Note, Receipt and File.
- 1.2 Continuation of Work Plan Objectives**
Review of Work Plan job assignments for 2005.

Recommendation: Note, Receipt and File.
- I. NEW BUSINESS**
- 1.1 4th of July Parade Commission Participation**

Background: At the last Commission meeting, it was requested that the Commission discuss possible commission participation in the upcoming City of Milpitas 4th of July parade.

Recommendation: Discuss how the Commission may want to participate in the 4th of July parade activities.

J. OTHER BUSINESS

- 1.1 Friends of the Milpitas Library Report**
- 1.2 County Librarian Report**
- 1.3 Community Librarian Report**
- 1.4 City Council Report**
- 1.5 City Staff Report**
- 1.6 Future Agenda items**

K. ADJOURNMENT to scheduled meeting on May 16 at 7:00 p.m.

Public comment is allowed on agenda items that are of public interest.

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**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
MILPITAS CITY HALL – COMMITTEE ROOM
455 E. Calaveras Blvd.
7:00 PM – May 16, 2005**

AGENDA

- A. ROLL CALL** Chairperson Marilyn Hay, Trinidad Aolin, Diane Davis, Sen Fan, Carmen Montano, Margie Stephens, Sonny Wang

Alternates: Yu-Lan Chou, Lynne Estandarte

- B. SEATING OF ALTERNATES**

- C. FLAG SALUTE**

- D. APPROVAL OF MINUTES** March 21, 2005

- E. ANNOUNCEMENTS/CORRESPONDENCE**

- F. CITIZENS FORUM**

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- G. ADOPTION OF AGENDA** May 16, 2005

- H. UNFINISHED BUSINESS**

1.1 Library Building Project Update

City staff will provide an update on the Library Building Project.

Recommendation: Note, Receipt and File.

1.2 Continuation of Work Plan Objectives

Review of Work Plan job assignments for 2005.

Recommendation: Note, Receipt and File.

1.3 4th of July Parade Commission Participation

Background: At the last Commission meeting, it was requested that the Commission confirm participation in the upcoming City of Milpitas 4th of July parade.

Recommendation: Confirm number of Commissioners interested in participating in the 4th of July parade.

I. NEW BUSINESS

1.1 Donor Recognition Subcommittee

Background: At the last Commission meeting, the desire to propose a form of donor recognition in the new Library was introduced.

Recommendation: Discuss formulation and organization of a Donor Recognition Subcommittee.

J. OTHER BUSINESS

- 1.1 Friends of the Milpitas Library Report**
- 1.2 County Librarian Report**
- 1.3 Community Librarian Report**
- 1.4 City Council Report**
- 1.5 City Staff Report**
- 1.6 Future Agenda items**

K. ADJOURNMENT to scheduled meeting on July 18, 2005 at 7:00 p.m.

Public comment is allowed on agenda items that are of public interest. A recorded agenda or minutes on standard cassette or printed in large type is available upon request by Recreation Services or the City Clerk's Office for the visually impaired.

In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify the Milpitas Community Center 48 hours prior to the meeting at (408) 586-3210, TDD (408) 586-3267.

KNOW YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and the City operations are open to the people's review. A copy of the Open Government Ordinance is available from the City Clerk's Office by calling (408) 586-3001.

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
MILPITAS CITY HALL –COMMITTEE ROOM
455 E. Calaveras Blvd.
7:00 PM – July 18, 2005**

AGENDA

- I. ROLL CALL** Chairperson Marilyn Hay, Trinidad Aoalin, Carmen Montano, Margie Stephens, Sonny Wang, Yu-Lan Chou, Lynne Estandarte

Alternates: Ha Phan, Elpidio Estioko

- II. SEATING OF ALTERNATES**

- III. FLAG SALUTE**

- IV. APPROVAL OF MINUTES** May 16, 2005

- V. ANNOUNCEMENTS/CORRESPONDENCE**

- VI. CITIZENS FORUM**

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- VII. ADOPTION OF AGENDA** July 18, 2005

- VIII. UNFINISHED BUSINESS**

- 1. Library Building Project Update**

City staff will provide an update on the Library Building Project.

Recommendation: Note, Receipt and File.

- IX. NEW BUSINESS**

- 2. Staff Update on Expanded Library Hours**

City Staff will provide an update on the expansion of Library Hours.

Recommendation: Note, Receipt and File.

- 3. Staff Update on Library Operations Analysis**

City Staff will review the updated Library Operations Analysis report, Service Study dated 6/9/05 and the Request for Proposal for Study of Alternative Library Services dated 6/22/05.

Recommendation: Note, Receipt and File.

- X. OTHER BUSINESS**

- 4. Friends of the Milpitas Library Report**
- 5. County Librarian Report**
- 6. Community Librarian Report**
- 7. City Council Report**
- 8. City Staff Report**
- 9. Future Agenda items**

XI. ADJOURNMENT to scheduled meeting on September 19, 2005 at 7:00 p.m.

Public comment is allowed on agenda items that are of public interest. A recorded agenda or minutes on standard cassette or printed in large type is available upon request by the Recreation Services or City Clerk's Office for the visually impaired.

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at the City Attorney's office at the Milpitas City Hall, 455 E. Calaveras Blvd, Milpitas, CA 95035.

E-mail: rpioroda@ci.milpitas.ca.gov

Fax 408/586-3030

Phone 408/586-3000

A free copy of the Open Government Ordinance is available from the City Clerk's Office or by visiting the City's website www.ci.milpitas.ca.gov Select Open Government Ordinance under News Features

City of Milpitas

455 E. Calaveras Blvd., Milpitas, CA 95035

www.ci.Milpitas.ca.gov



June 22, 2005

TO: PROSPECTIVE CONSULTANTS

**SUBJECT: REQUEST FOR PROPOSAL (RFP) – LIBRARY SERVICE
ALTERNATIVES STUDY FOR THE CITY OF MILPITAS**

The City of Milpitas is seeking Proposals from individuals or firms to prepare a study of library service alternatives.

Interested parties should submit five (5) printed copies of the Proposal, as well as one digital copy (MS-Word format preferred). **Proposals must be received no later than 2:00 p.m., on Wednesday, August 3, 2005.**

Any Proposal received after the deadline will not be eligible.

Address or deliver Proposals to:

Chris Schroeder, Purchasing Agent
455 E. Calaveras Blvd.
Milpitas, CA 95035-5479

(408) 586-3161

cschroeder@ci.milpitas.ca.gov

PROJECT DESCRIPTION

The City of Milpitas (City) is seeking statements of professional qualifications to prepare a study of library service alternatives. The project will include a review of current services and evaluation of alternative service delivery models.

PURPOSE

To provide basic information for the Milpitas City Council about the quality and effectiveness of current library services, analysis of alternative library operating models, and identification of major issues that should be addressed regarding library operations. The City Council will use the information and analysis contained in the report to help them determine if the Milpitas Library should operate under a different governing structure.

III. BACKGROUND

A. The City

The City of Milpitas is located near the southern tip of San Francisco Bay, forty-five miles south of San Francisco. With a population over 65,000, Milpitas is a progressive community that is an integral part of the high tech Silicon Valley. Milpitas features quality schools, conveniently located neighborhood parks and shopping centers and a population rich in diversity.

Incorporated in 1954, Milpitas is a general law city operating under the City Council/City Manager form of government with over 600 employees. Milpitas is a creative, forward-thinking city providing quality police, fire, water, streets, parks, engineering, planning and recreation services.

Milpitas is an affluent community. The 2000 U.S. Census reported the median family household income in Milpitas was \$93,531. More than 70% of Milpitas households have an annual income that exceeds \$50,000. The homeownership rate is 73% with a median home value of \$429,000. Though home prices increased 4.6% during 2002, Milpitas' housing market remains affordable relative to the majority of Santa Clara County. Milpitas residents are also well educated with more than a third having a college or graduate degree.

Milpitas is an ethnically diverse community. In 2000, Asians constituted 52% of the population with Filipino the largest Asian group at 15%. Caucasians were 24%, Hispanic 17% and African-American were 3%.

Milpitas has a large daytime population of over 62,000 workers. The two largest employers in Milpitas are Cisco Systems and Lifescan, Inc. with over 2,500 employees apiece.

EXHIBIT A
DRAFT Scope of Services

Milpitas Library Service Study

PURPOSE

To provide basic information for the Milpitas City Council about the quality and effectiveness of current library services, analysis of alternative library operating models, and identification of major issues that should be addressed regarding library operations. The City Council will use the information and analysis contained in the report to help them determine if the Milpitas Library should operate under a different governing structure.

SCOPE OF SERVICES

1. Current Operations - Review and evaluate current Milpitas library services provided by the Santa Clara County Library System. The evaluation will include:
 - a. Costs, customer services levels, collection quality and composition, programming, literacy services, bookmobile, administration, materials acquisition and maintenance services, technology services, staffing levels, governance, funding.
 - b. Review and comment on the findings of the 2005 Library Analysis Report prepared by the Milpitas City Manager's Office.
2. Alternatives – Consider alternative structures which the Milpitas Library might operate under in California. Evaluate and outline the benefits and liabilities of at least three optimum models. Among the models, should be the current library operations provided by the Santa Clara County Library System.

For each alternative:

- a. Assume the completion of the library building project with expanded facilities, and new or modified functions (i.e., meeting rooms, history collection) and services.
- b. Identify and describe at least one existing successful example, preferably located in Northern California.
- c. Identify and describe governance, operational, and funding issues.
- d. Develop a five year revenue projection. Identify potential revenue sources. Describe funding issues and opportunities.
- e. Estimate operating costs including capital expenditures for short term (five years) and long term (ten years).
- f. Evaluate benefits and liabilities.
- g. Consider the need and feasibility for related services: literacy, bookmobile, facility scheduling (meeting rooms), etc.

3. Issues - Provide background and discussion of:
 - a. Current and future public library technology needs, including bar code/RFID, and automated sorting systems. Provide an overview of issues and ranges of costs.
 - b. Other major issues that should be considered when evaluating the provision of public library services in California.
4. Deliverables
 - a. Time schedule
 - b. Evaluation of current library services
 - c. List of proposed system models
 - d. Administrative Draft model analysis
 - e. Draft model analysis
 - f. Final model analysis
 - g. Issue papers
 - h. Digitized public presentation
5. Meetings
 - a. Staff – Five
 - b. Library Advisory Commission – One
 - c. City Council - One

PROJECT TIMETABLE

Date	Activity
June	Council approves scope of services and budget appropriation
July	RFP is issued
August	Consultant responses are due
Aug. - September	Interviews and consultant selection
October	Council approves consultant selection & agreement Agreement becomes effective
Nov. – Feb.	Consultant prepares draft report
Feb. – March	Administrative review and report finalized
March, April	Report reviewed by Library Advisory Commission and City Council

MEMORANDUM

Office of City Manager



To: Charlie Lawson, Acting City Manager
From: Principal Analyst, Cindy Maxwell
Subject: Updated Library Operations Analysis
Date: June 14, 2005

Purpose

This updates a previous report describing Milpitas library operations and funding as a basis to begin consideration of the value and structure of Milpitas library services.

Recommendation

Authorize a budget appropriation and direct staff to issue a Request for Proposals to evaluate alternative operating models for the City Council's consideration.

Summary

- **Organization:** Milpitas is a member of the Santa Clara County Free Library District serving 400,000 residents, nine cities and the unincorporated County. The District is governed by a JPA with an eleven member Board of Directors. Milpitas has one seat and one vote on the Board.
- **Revenues:** The District's current operating budget is \$25.7 million. Property taxes fund over half the budget. A benefit assessment (parcel tax) funds another 21% and will expire in July 2015.
- **Expenditures:** Two thirds of the existing budget is used for personnel and less than 12 percent for augmenting the library collection.
- **Funding Formula:** Expenditures for member libraries are determined by a formula using population, assessed value and circulation. Though Milpitas has the largest population of all member jurisdictions, it does not have the largest funding share. The share is reduced by a large deduction for redevelopment revenue and a small credit for unincorporated population.
- **Comparisons:** The Milpitas library operation was compared to four other independently operated libraries that are similar in size to the library Milpitas will construct: Cerritos (Southern California), Mountain View, Pleasanton, and Sunnyvale. Findings:
 - Even though the collection, operating hours and size of the current Milpitas library building (19,500 building square feet) are significantly smaller than the four sample libraries, it circulates almost twice as many items on a per capita basis and three times as many as the national average.

- Milpitas' annual estimated budget is lower than the surveyed cities. However, the estimate may not include the full cost for central services (administration and technical support) that is reflected in the surveyed cities.
- Expenditures for personnel and materials for the District and for Milpitas are comparable to the surveyed cities.
- Major Issues:
 - Uncertain funding.
 - Local control.
 - Community support.
- Other Issues
 - New technology costs and benefits.
 - Unincorporated service area cost.
 - Alternative operating systems.

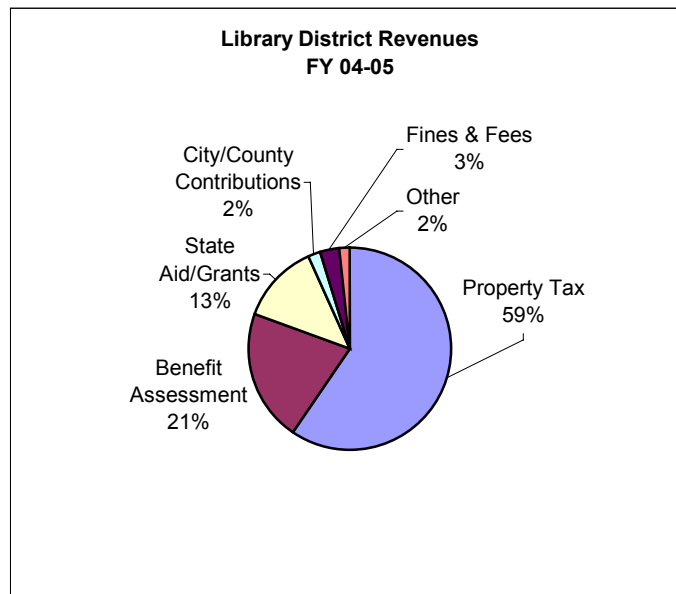
Current Organization

The Milpitas Library is a member of the Santa Clara County Free Library District. The District serves over 400,000 residents in the unincorporated County, Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Milpitas, Monte Sereno, Morgan Hill and Saratoga. District services are governed by a Joint Powers Authority (JPA) consisting of representatives from each of the member agencies. The JPA oversees the District budget and sets operational policies for all District libraries.

Revenues

The Library District's operating budget for the current fiscal year (FY 2004-05) is \$25.7 million. Almost 60 percent of the budget derives from property taxes and 21 percent from a parcel tax ("benefit assessment").

Chart 1



City staff estimates that about 15% of the overall current revenue is attributable to Milpitas' library and jurisdiction:

Table 1
Milpitas Portion of District Revenues
FY 2004-05

Revenue	District Revised	<u>Estimated</u>¹ Milpitas
Property Tax	\$15,315,000	\$ 2,669,404 ²
Benefit Assessment	\$ 5,375,000	\$ 899,047
State Aid/Grants ³	\$3,301,180	\$ 26,000
City/County Contributions ⁴	\$ 521,000	\$ 0
Fines & Fees ⁵	\$775,000	\$ 110,837
Other	\$440,000	\$ 76,692
Total	\$25,727,180	\$ 3,781,980

Donations from the Friends of the Milpitas Library (FOML) are not included in Table 1 or tracked as a revenue or expenditure unless it is a direct cash donation. FOML funding is used for library programming (i.e., summer reading program) and incidental purchases (i.e., chairs for the community room). FOML activities have raised between \$23,000 to \$29,000 annually since 2001.

Benefit Assessment

Approximately 21%, or over \$5 million, of District revenues are derived from a parcel tax. The majority of the proceeds are allocated back to the operation of member libraries: 70% for Personnel and 20% for Collections. The remaining 10% is retained by the County to cover materials processing and administrative costs. Milpitas is projected to generate almost \$900,000 this fiscal year:

Table 2

¹ Except for "Benefit Assessment" and "Fines/Fees", revenue is estimated using the funding formula to determine Milpitas' pro rata share.

² Approximately \$180,000 of this amount is dedicated to the County library employee retirement program. Tax rate .00240/\$100 valuation

³ Homeowner Property Tax Relief, Vehicle In-Lieu Fee, California Library Services Act (CLSA compensates District for literacy services and nonresident use of library).

⁴ Los Altos supplements the budget for added library days and hours.

⁵ Primarily for literacy programs.

**Milpitas Benefit Assessment
FY 2004-05**

Purpose	Revenue & Expenditure	% of Total
Personnel	\$629,333	70%
Collections	\$179,809	20%
Admin.	\$89,905	10%
Total	\$899,047	100%

Other than the unincorporated county, Milpitas generates the largest benefit assessment revenue in the Library District.

Table 3
**Benefit Assessment Revenue Generation
FY 2004-05**

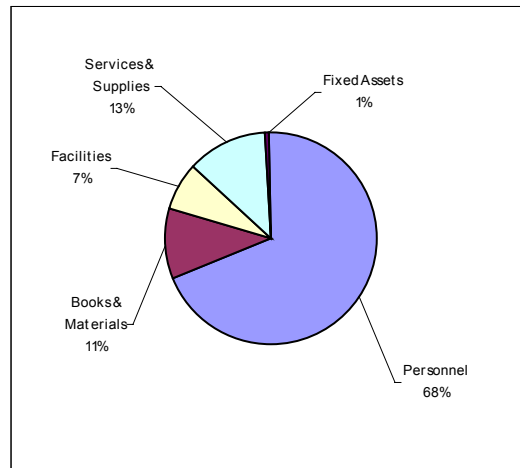
Agency	Revenue	Percent of Total
Alum Rock	\$348,954	6.5%
Campbell	496,958	9.2%
Cupertino	684,147	12.7%
Gilroy	495,767	9.2%
Los Altos/Woodland	458,879	8.5%
Milpitas	899,047	16.7%
Morgan Hill	407,591	7.6%
Saratoga/Monte Sereno	412,623	7.8%
Unallocated County	1,117,034	21.8%
Total	\$5,375,000	100.0%

The benefit assessment sunsets in July 1, 2005. However, earlier this month, voters reauthorized the tax at its current level to begin July 1, 2005. The benefit assessment is imposed as an annual tax on parcels located within member jurisdictions or the unincorporated portions of Santa Clara County. Residential property owners currently pay \$33.66 per parcel. A formula, based on assumed library benefit value, is used to calculate the tax for nonresidential parcels.

Expenditures

Over two-thirds of the current library district budget is for personnel (i.e., salaries, benefits) and less than 12 percent is used for augmenting the library collection.

Chart 2
**Library District Approved Budget
FY 2004-05**



District budget expenses are only directly attributable to member cities by Salaries (a.k.a. “Personnel”) and Books (a.k.a. “Collection” or “Books & Materials”). Other budget line items are charged directly to Central Services. Expenditures attributable to Milpitas were estimated using the JPA formula share of 17.43%.

Table 4
**Library District and Milpitas Approved Budget
FY 2004-05**

Expenditure¹	District Revised FY 2004-05	Milpitas Estimated² Costs
Personnel	\$ 17,552,377	\$2,197,771
Books & Materials	\$ 2,864,500	\$ 492,627
Facilities	\$ 1,920,580	0
Services & Supplies	\$ 3,236,169	\$ 564,064
Fixed Assets	\$ 153,554	\$ 26,764
Total³	\$ 25,727,180	\$ 3,281,226

¹ Reserves not shown.

² Budget for Services/Supplies and Fixed Assets is estimated using the funding formula to determine Milpitas’ pro rata share.

³ Does not include \$1,890,600 from local property taxes to fund the library employee retirement program.

Funding Formula

Expenditures for member libraries are determined through a funding formula that has been in place since 1985 and is outlined in the JPA agreement. The formula uses three equally weighted factors:

- Population – January 1 estimate from the State Department of Finance plus any population allocation to the jurisdiction for service to unincorporated residents.
- Assessed value – Minus any redevelopment revenue to the agency plus allocated unincorporated value.
- Circulation – Annual circulation of all materials during the previous fiscal year.

The funding formula calculation for the current fiscal year is detailed in Attachment A.

Milpitas' proportionate share of the District budget continues to rise each year. However, though Milpitas may have the largest population of all member jurisdictions, it does not have the largest funding share. Its share is reduced by a large deduction for redevelopment revenue and small credit for unincorporated population.

Table 5
Library District Formula Share
FY 2004-05

Jurisdiction	Formula Share
Alum Rock	4.50%
Morgan Hill	8.68%
Gilroy	10.00%
Campbell	11.75%
Saratoga	12.31%
Los Altos	16.62%
Milpitas	17.43%
Cupertino	18.71%

The District provides a basic level of service related to the number of hours and days a library is open for service. Any service beyond that base level is allocated to the member agency based on the funding formula and any additional funding the agency chooses to provide. Currently Los Altos is the only city providing supplemental funding for additional service hours.

Comparison With Other Libraries

The performance and operating costs of four independently operating libraries were compared to Milpitas' library services. The four cities and their libraries are similar in size to the library Milpitas plans to construct:

Table 6
Comparable Libraries

City	1/1/03 Population	Library Building Size
Milpitas	65,000	60,000
Cerritos	54,200	88,000
Mtn. View	72,000	60,000
Pleasanton	67,000	30,000
Sunnyvale	132,500	65,350

Operations

Table 7 indicates, even though the current Milpitas library building (19,500 building square feet) is significantly smaller than the four sample libraries, its collection size, operating hours, circulation, and number of visitors during the fiscal year (FY 2002-03) was comparable or on the high side (circulation):

Table 7
Operational Characteristics

City	Collection Size	Average Hours Open/Week	Circulation	Visitors
Milpitas	181,553	60	1,977,003	717,713
Cerritos	210,101	65	983,373	1,173,171
Mtn. View	264,771	77	1,097,145	665,962
Pleasanton	173,566	60	969,883	467,867
Sunnyvale	257,091	73	1,996,562	886,979

In fact, Table 8 illustrates that the Milpitas Library, on a per capita basis, circulates almost twice as many items than the surveyed libraries and almost six times the national average:

Table 8
Circulation per Capita

City	Circulation per Capita
Milpitas	30.42
Cerritos	18.14
Mtn. View	15.24
Pleasanton	14.48
Sunnyvale	15.07
National Average ¹	5.3

Expenditures

The annual budget for the Milpitas Library is estimated to be second lowest of the surveyed cities. However, the estimate for Milpitas does not include the full cost of operating administrative and technical functions to support the library at the Headquarters office. Library headquarters consists of 51.4 FTE or 20% of the total Library District workforce with a budget of \$4,750,872. The only direct cost to Milpitas for Headquarters services is \$89,905 or 10% of the Milpitas benefit assessment.

Table 10
FY 2002-03 Budgets

City	Estimated Expenditures
Milpitas	\$3,281,226
Cerritos	\$4,372,918
Mtn. View	\$3,995,564
Pleasanton	\$3,190,614
Sunnyvale ²	\$6,182,006

¹ 2004 Hennen's American Public Library Ratings. Over 9,000 surveyed libraries. Libraries serving population between 50,000 & 99,999.

² Sunnyvale's library budget includes the operation of a Patent Office at a cost of \$458,081 for FY 2003-04.

Expenditures for Personnel and Books/Materials for the Library District and for Milpitas are comparable to the four surveyed cities. The expenditures for Milpitas, shown in Table 11, is lower than the surveyed cities because it does not include costs for all Administration and Materials Processing staff.

Table 11
Personnel and Materials

Agency	Total Budget FY 2002-03	
	Personnel	Books & Materials
Milpitas ¹	\$1,950,737	\$580,765
Cerritos	\$2,998,107	\$719,944
Mtn. View	\$3,384,034	\$403,130
Pleasanton	\$2,166,819	\$352,300
Sunnyvale	\$3,902,511	\$691,503

Staffing

Except for Pleasanton, staffing levels of the current Milpitas library is significantly less than those at the larger libraries. However, the Milpitas number represents only employees working at the library. It does not include services provided at the District headquarters office for administration and technical services.

Table 12
Staffing Levels

City	Full Time Equivalent	Librarian Full Time Equivalent ²
Milpitas	35.00	11.00
Cerritos	59.50	11.00
Mtn. View	54.00	17.50
Pleasanton	34.80	11.00
Sunnyvale	64.76	26.52

¹ Formula share only. Does not include all costs for District-wide materials processing and administration.

² Number of persons reported working as Librarian, with or without a graduate degree in library science. Includes library director.

Major Issues

- **Uncertain funding:** Library services are supported by funding from a variety of revenue sources. There is considerable uncertainty about funding because of the volatile State budget and slow economy.
- **Local control:** As a member of the Library District, the operating policies of the Milpitas Library are governed by the JPA Board. Milpitas has one representative on the eleven-member board (currently Councilmember Giordano). As a member of the JPA contracting for County library services, member jurisdictions do not have absolute authority over operating hours and policies. A significant issue arose in Fall 2004 when the District closed all libraries on Monday and declined to consider Milpitas' interest in providing supplemental funding to keep the Milpitas Library open on Mondays.
- **Community support:** As the Library building project has progressed, interest from the general public has grown. Clearly, Milpitas residents highly value their library services.

However, there may be reluctance to support fundraising activities on the library's behalf. Organized efforts have experienced no growth: the Friends of the Milpitas Library (FOML) maintains the relatively same fundraising activity level as in past years. Additionally, there has been little community interest to form a library foundation to support the building project.

A recent election may also be an indicator of community support for directly funding library services. Milpitas voters did not support two ballot measures that were on the May 2005 election. In fact, of the ten cities and unincorporated area in the Library District, Milpitas was the only jurisdiction whose voters defeated a request to reauthorize the existing parcel tax due to sunset on July 1, 2005. As indicated in Table 13, Measure A easily passed elsewhere in the district so the parcel tax will continue for another ten years.

A related item on the ballot, known as Measure B, asked voters if the parcel tax should be increased. Measure B was unable to obtain the required two-thirds majority from District voters. Again, though, of all JPA jurisdictions, Milpitas had the weakest support of Measure B. Milpitas' special election results may have been affected by a similar parcel tax measure that the Milpitas Unified School District had on the ballot just two months before.

Table 13
Special Election Results – May 3, 2005

Jurisdiction	Measure A % Support	Measure B % Support	Voter Turnout
Campbell	75.73%	67.51%	33.1%
Campbell	69.72%	60.30%	38.2%
Gilroy	68.88%	61.83%	32.1%
Los Altos	83.18%	75.84%	48.9%
Los Altos Hills	81.09%	74.30%	44.4%
Milpitas	60.30%	53.57%	29.2%
Monte Sereno	74.08%	64.99%	41.2%
Morgan Hill	75.07%	67.74%	36.1%
Saratoga	73.31%	64.34%	44.9%
Unincorporated	68.18%	60.85%	31.0%
Total	72.04%	64.23%	36.04%

Other Issues

- New technology: Library District staff is proposing to implement an automated sorting system. The plans for the new Milpitas library were revised to accommodate the space needs of the new equipment. The sorting system is a first step toward acquiring a Radio Frequency Identification (RFID) system. RFID will fully maximize the benefits of automation from the new sorting systems. RFID is a costly new technology for libraries that replaces barcodes with a radio frequency-based communication system. The JPA formed a committee that includes Milpitas' Information Services Director. The committee is studying the cost effectiveness of investing in RFID in the short term. It is expected that they will recommend the JPA complete a cost/benefit analysis on RFID.
- Unincorporated service area costs: As a member of the Library District, Milpitas shares the cost of providing services to outlying unincorporated areas such as Mount Hamilton and the Los Gatos foothills. The unincorporated service area has the largest population pool of residents in the JPA.

The unincorporated areas generate an estimated \$350,000 per year to reduce costs for administrative and material processing activities for all JPA members. However, some of these unincorporated areas present service delivery challenges that can significantly reduce efficiencies. For example, the District maintains and operates a mini-Bookmobile specifically to serve the Mount Hamilton area. About 20% of the library's materials are borrowed by residents in one of the largest concentrations of unincorporated areas in the County (extending from Mt. Hamilton to Morgan Hill). Though we share in these unincorporated service costs, Milpitas has by far the smallest allocation of unincorporated residents in the District (refer to Attachment A). Milpitas is allocated a share of \$251,323 of the benefit assessment budget for unincorporated services.

- Alternative operating systems: Over time the Milpitas City Council has periodically discussed the concept of withdrawing from the Library District and operating an independent city library. The process for withdrawal from the Library District is outlined in the JPA document and includes negotiations with the JPA Board on what equipment and materials would remain with the Milpitas Library. District staff estimates that the current collection (not including furniture and equipment) is valued at \$6,219,200. Other major considerations for independent operation include final disposition of funding sources, such as the benefit assessment revenue, and assumption of the administrative and technical (book processing and technology) responsibilities currently performed by Library District headquarters.

Conclusion

The findings and issues identified in this report indicate additional investigation of library service alternatives for Milpitas is appropriate. Particular attention should be paid to funding alternatives, experiences of other independently operating public libraries and potential impacts on the design and operation of the Milpitas Library building project.

Recommendation

Authorize a budget appropriation and direct staff to issue a Request for Proposals to evaluate alternative operating models for the City Council's consideration.

Milpitas is often called the “Crossroads of Silicon Valley” with most of its 14.5 square miles of land situated between two major freeways (I-880 and I-680), State Route 237, and a county expressway. A new light rail line will open for service in 2004 and an extension of BART, with a major multi-modal station, is in the planning stages.

B. Library Services

Milpitas library services are provided by the Santa Clara County Free Library District. The District serves 400,000 residents, nine cities and the unincorporated County. The District is governed by a JPA with an eleven member Board of Directors. Milpitas has one seat and one vote on the Board. The JPA oversees the District budget and sets operational policies for all District libraries.

The District’s current operating budget is \$25.7 million. Property taxes fund almost 60 percent of the budget. A benefit assessment (parcel tax) funds another 21% and will expire in July 2015.

The existing 19,500 square foot library building is owned by the City of Milpitas. The City is designing a new 60,000 square foot library to be completed in 2008.

Operating data for the Milpitas Library for Fiscal Year 2003-04:

1,977,003	Circulation	717,713	Visitors
181,553	Collection Size	60	Hours of operation per week
35	FTE		

C. Project History

Over the years, the Milpitas City Council has periodically discussed the concept of withdrawing from the Library District and operating an independent city library. In Fall 2004, the District closed all libraries on Monday as a cost-savings measure. The District declined to consider allowing member cities, such as Milpitas, to provide supplemental funding to keep their local libraries open on Mondays. The Milpitas Council directed staff to begin investigating alternatives for providing library services.

D. Major Issues

Uncertain funding: Library services are supported by funding from a variety of revenue sources. There is considerable uncertainty about funding because of the volatile State budget and slow economy.

Local control: As a member of the JPA contracting for County library services, member jurisdictions do not have absolute authority over operating hours and policies. A significant issue arose in Fall 2004 when the District closed all libraries on Monday and declined to consider Milpitas’ interest in providing supplemental funding to keep the Milpitas Library open on Mondays.

Community support: As the Library building project has progressed, interest from the general public has grown. Clearly, Milpitas residents highly value their library services.

However, there may be reluctance to support fundraising activities on the library's behalf. Organized efforts have experienced no growth: the Friends of the Milpitas Library (FOML) maintains the relatively same fundraising activity level as in past years. Additionally, there has been little community interest to form a library foundation to support the building project.

A recent election may also be an indicator of community support for directly funding library services. Milpitas voters did not support two ballot measures that were on the May 2005 election. In fact, of the ten cities and unincorporated area in the Library District, Milpitas was the only jurisdiction whose voters defeated a request to reauthorize the existing parcel tax due to sunset on July 1, 2005. As indicated in the Table below, Measure A easily passed elsewhere in the district so the parcel tax will continue for another ten years.

A related item on the ballot, known as Measure B, asked voters if the parcel tax should be increased. Measure B was unable to obtain the required two-thirds majority from District voters. Again, though, of all JPA jurisdictions, Milpitas had the weakest support of Measure B. Milpitas' special election results may have been affected by a similar parcel tax measure that the Milpitas Unified School District had on the ballot just two months before.

Special Election Results – May 3, 2005

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Milpitas	60.30%	53.57%	29.2%
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Saratoga	73.31%	64.34%	44.9%
Unincorporated	68.18%	60.85%	31.0%
Total	72.04%	64.23%	36.04%

IV. SCOPE OF WORK

On a conceptual level, the scope of work in this project will include:

- Development of a detailed project workplan and schedule that includes major tasks, milestones and decision points;
- Development of a report that evaluates alternative operating structures for the Milpitas library. The report will include identification of additional capital improvements and other significant

equipment and supply needs for each model. It should also identify issues, benefits and disadvantages, and funding needs.

A draft scope of work is included with this RFP package as Exhibit A to the attached Consultant Agreement. The draft Scope of Services is considered a minimum for this project. It is anticipated that submitted Proposals will include suggested modifications or augmentations to the draft Scope of Services based on the Consultant's knowledge and experience in similar projects.

V. SUBMITTAL REQUIREMENTS

Submittal Deadline: **Wednesday, August 3, 2005, 2:00 p.m.**

Submit Proposals to: **Chris Schroeder, Purchasing Agent
455 E. Calaveras Blvd.
Milpitas, CA 95035-5479**

Proposal Media: **Five copies** of the Proposal and one digital copy in MS-Word or pdf format, must be received by the submittal deadline. **Faxed versions of the submittal will not be accepted.**

Proposal Format and Content:

1. No more than 12 pages in length using at least 12-point type size. Appendix of no more than 8 pages including resumes of key project staff and descriptions of similar project experience.
2. Legal name, mail address, email address, telephone number and web page address of the respondent, if available.
3. List of similar projects completed within the last three years. Provide a description of each project and a reference contact.
4. List of key staff and a description of their role, and recent past experience, particularly with providing similar services.
5. Brief description of the project, discussion of its objectives and scope, identification of potential major issues and a conceptual work program outlining a recommended process.
6. Estimated project budget by tasks and hourly rates of assigned staff.
7. Explanation of how the project could be accommodated with the respondent's current and future work program and resources.
8. Name, mail address, email address, phone numbers and web page addresses for all firms and staff associated with the proposal.
9. Identification of one principal staff who will lead the project. The lead will not change during the course of the project without City approval.

VI. SELECTION CRITERIA

Submitted Proposals will be evaluated based on the:

- A. Understanding of local government and library operations, costs and funding, research methods, and library service trends.
- B. The experience, competence, and qualifications of the entity and the participating staff successfully providing similar services to public entities.
- C. Understanding of the requested services and appropriateness of conceptual work program.
- D. Ability to perform the work in a timely manner, availability of staff and contingency plans.
- E. Cost.

VII. PROCESS AND SCHEDULE

RFP Issued	June 22, 2005
Deadline to submit Proposals	August 3, 2005
Consultants selected for interviews	August 17, 2005
Interviews conducted	Week of August 29, 2005
Consultant agreement approved by Council	October 4, 2005

VIII. ADDITIONAL NOTES

1. The City of Milpitas will select the most qualified consultant to provide services for this project.
2. Proposals are welcomed from individuals, firms, agencies, or academic institutions.
3. The consultant is expected to provide complete, professional, high-quality services and products; to provide consultation and work with the City staff, elected and appointed officials, the public and others who are involved with the project; and to provide expertise, guidance, advice, and assistance in accomplishing the work.
4. The City of Milpitas reserves the right to modify or cancel this RFP, to modify and reissue this RFP and to invite other entities to respond to the RFP.
5. Upon selection of the Consultant, the City will negotiate a detailed project Scope of Services prior to contract award.

IX. OTHER AVAILABLE INFORMATION

Available on the City's web page (www.ci.milpitas.ca.gov)

- Milpitas Library Needs Assessment (online)
- Milpitas Library Building Program

Available from staff:

- Milpitas Library Schematic Design
- Current Milpitas Library Building Lease
- Santa Clara County JPA Agreement
- Santa Clara County Library District Budget(s)

X. QUESTIONS

Any questions regarding the technical aspects of this Request For Proposals should be directed to:

Cynthia Maxwell
Principal Administrative Analyst
455 E. Calaveras Blvd.
Milpitas, CA 95035-5479
(408) 586-3282
cmaxwell@ci.milpitas.ca.gov

Any questions regarding submittals for this Request For Proposals should be directed to:

Chris Schroeder, Purchasing Agent
455 E. Calaveras Blvd.
Milpitas, CA 95035-5479
(408) 586-3161
cschroeder@ci.milpitas.ca.gov

**Deadline to submit Proposals
2:00 p.m., August 3, 2005**

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
MILPITAS CITY HALL –COMMITTEE ROOM
455 E. Calaveras Blvd.
7:00 PM – September 19, 2005**

AGENDA

- I. ROLL CALL** Chairperson Marilyn Hay, Trinidad Aoalin, Carmen Montano, Margie Stephens, Sonny Wang, Yu-Lan Chou, Lynne Estandarte
- Alternates: Ha Phan, Elpidio Estioko
- II. SEATING OF ALTERNATES**
- III. FLAG SALUTE**
- IV. APPROVAL OF MINUTES** July 18, 2005
- V. ANNOUNCEMENTS/CORRESPONDENCE**
- VI. CITIZENS FORUM**
Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must stand, state their name and address for the record, and limit their remarks to no more than three minutes. As a unagendized item, no response is required of the Commission or City Staff; however, the Commission may agendize the item for a future meeting.
- VII. ADOPTION OF AGENDA** September 19, 2005
- VIII. UNFINISHED BUSINESS**
- 1. Library Building Project Update**
City staff will provide an update on the Library Building Project.
- Recommendation:** Note, Receipt and File.
- 2. Donor Subcommittee Update**
Committee members will provide an update on donor recognition designs from other cities.
- Recommendation:** Note, Receipt and File.
- IX. NEW BUSINESS**
- X. OTHER BUSINESS**
- 3. Friends of the Milpitas Library Report**
- 4. County Librarian Report**
- 5. Community Librarian Report**
- 6. City Council Report**
- 7. City Staff Report**
- 8. Future Agenda items**
- XI. ADJOURNMENT** to scheduled meeting on November 21, 2005 at 7:00 p.m.

Public comment is allowed on agenda items that are of public interest. A recorded agenda or minutes on standard cassette or printed in large type is available upon request by the Recreation Services or City Clerk's Office for the visually impaired.

In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify the Milpitas Community Center 48 hours prior to the meeting at (408) 586-3210, TDD (408) 586-3267.

KNOW YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and the City operations are open to the people's review. **FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION**

at the City Attorney's office at the Milpitas City Hall, 455 E. Calaveras Blvd, Milpitas, CA 95035.

E-mail: rpioroda@ci.milpitas.ca.gov

Fax 408/586-3030

Phone 408/586-3000

A free copy of the Open Government Ordinance is available from the City Clerk's Office or by visiting the City's website www.ci.milpitas.ca.gov Select Open Government Ordinance under News Features

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
MILPITAS CITY HALL –COMMITTEE ROOM
455 E. Calaveras Blvd.
7:00 PM – November 21, 2005**

AGENDA

- I. **ROLL CALL** Chairperson Marilyn Hay, Trinidad Aolin, Carmen Montano, Margie Stephens, Sonny Wang, Yu-Lan Chou, Lynne Estandarte

Alternates: Ha Phan, Elpidio Estioko
- II. **SEATING OF ALTERNATES**
- III. **FLAG SALUTE**
- IV. **APPROVAL OF MINUTES** September 19, 2005
- V. **ANNOUNCEMENTS/CORRESPONDENCE**
- VI. **CITIZENS FORUM**
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- VII. **ADOPTION OF AGENDA** November 21, 2005
- VIII. **UNFINISHED BUSINESS**
 1. **Library Building Project Update**
City staff will provide an update on the Library Building Project.

Recommendation: Note, Receipt and File.
 2. **Donor Subcommittee Update**
Committee members will provide an update on donor recognition program and designs from other cities.

Recommendation: Note, Receipt and File.
- IX. **NEW BUSINESS**
- X. **OTHER BUSINESS**
 3. **Friends of the Milpitas Library Report**
 4. **County Librarian Report**
 5. **Community Librarian Report**
 6. **City Council Report**
 7. **City Staff Report**
 8. **Future Agenda items**

XI. ADJOURNMENT to scheduled meeting on January 9, 2006 at 7:00 p.m.

Public comment is allowed on agenda items that are of public interest. A recorded agenda or minutes on standard cassette or printed in large type is available upon request by the Recreation Services or City Clerk's Office for the visually impaired.

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**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
MILPITAS COMMUNITY CENTER –ROOM 7-8
457 E. Calaveras Blvd.
7:00 PM – January 12, 2004**

AGENDA

- A. FLAG SALUTE**
- B. ROLL CALL** Chairperson Marilyn Hay, Trinidad Aoalin, Diane Davis, Sen Fan, Carmen Montano, Margie Stephens, Sonny Wang

Alternates: Titus Cascaro, Yu-Lan Chou
- C. APPROVAL OF MINUTES** November 17, 2003
- D. ANNOUNCEMENTS/CORRESPONDENCE**
PRT Presentation—Rob Means
- E. CITIZENS FORUM**
Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must stand, state their name and address for the record, and limit their remarks to no more than two minutes. As an unagendized item, no response is required of the Commission or City Staff; however, the Commission may agendize the item for a future meeting.
- F. ADOPTION OF AGENDA** January 12, 2004
- G. OLD BUSINESS**
 - 1.1 Library Building Project Update**
City staff will provide an update on the Library Building Project.
 - 1.2 Work Plan Status Report**
This item was continued from the Commission's November 17, 2003 meeting.
 - 1.3 SCC Library Tax Measure, March 2, 2004**
An update on the Tax Measure process will be provided.
- H. NEW BUSINESS**
 - 1.1 Adoption/ implementation of electronic minutes**
- I. OTHER BUSINESS**
 - 1.1 Friends of the Milpitas Library Report**
 - 1.2 County Librarian Report**
 - 1.3 Community Librarian Report**
 - 1.4 City Council Report**
 - 1.5 City Staff Report**
 - 1.6 Future Agenda items**
- J. ADJOURNMENT** to scheduled meeting on March 15, 2004 at 7:00 p.m.

A recorded agenda or minutes on standard cassette or printed in large type will be provided upon request by the Recreation Services Office for the visually impaired.

In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify the Milpitas Community Center 48 hours prior to the meeting at (408) 586-3210, TDD (408) 586-3267.

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
MILPITAS COMMUNITY CENTER – COMMITTEE ROOM
455 E. Calaveras Blvd.
7:00 PM – March 15, 2004**

AGENDA

- A. FLAG SALUTE**
- B. ROLL CALL** Chairperson Marilyn Hay, Trinidad Aoalin, Diane Davis, Sen Fan, Carmen Montano, Margie Stephens, Sonny Wang

Alternates: Titus Cascaro, Yu-Lan Chou
- C. APPROVAL OF MINUTES** January 12, 2004
- D. ANNOUNCEMENTS/CORRESPONDENCE**
LEV-X Transportation System Presentation— Ed Connor (15 Minutes)
- E. CITIZENS FORUM**
Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must stand, state their name and address for the record, and limit their remarks to no more than two minutes. As an unagendized item, no response is required of the Commission or City Staff; however, the Commission may agendize the item for a future meeting.
- F. ADOPTION OF AGENDA** March 15, 2004
- G. OLD BUSINESS**
 - 1.1 Library Building Project Update**
City staff will provide an update on the Library Building Project.
 - 1.2 Work Plan Status Report**
Final review of Library Advisory Commission Work Plan.
 - 1.3 Santa Clara County Library Tax Measure B**
Tax Measure results and review.
- H. NEW BUSINESS**
- I. OTHER BUSINESS**
 - 1.1 Friends of the Milpitas Library Report**
 - 1.2 County Librarian Report**
 - 1.3 Community Librarian Report**
 - 1.4 City Council Report**
 - 1.5 City Staff Report**
 - 1.6 Future Agenda items**
- J. ADJOURNMENT** to scheduled meeting on May 17, 2004 at 7:00 p.m.

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**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
MILPITAS CITY HALL –COMMITTEE ROOM
455 E. Calaveras Blvd.
7:00 PM – May 17, 2004**

AGENDA

- A. FLAG SALUTE**
- B. ROLL CALL** Chairperson Marilyn Hay, Trinidad Aolin, Diane Davis, Sen Fan, Carmen Montano, Margie Stephens, Sonny Wang

Alternates: Titus Cascaro, Yu-Lan Chou
- C. APPROVAL OF MINUTES** March 15, 2004
- D. ANNOUNCEMENTS/CORRESPONDENCE**
Commissioners review and reports of attended library workshops.
- E. CITIZENS FORUM**
Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must stand, state their name and address for the record, and limit their remarks to no more than two minutes. As an unagendized item, no response is required of the Commission or City Staff; however, the Commission may agendize the item for a future meeting.
- F. ADOPTION OF AGENDA** May 17, 2004
- G. OLD BUSINESS**
 - 1.1 Library Building Project Update**
City staff will provide an update on the Library Building Project.
 - 1.2 LAC Meeting Agenda and Minutes E-mail Distribution**
Review adoption and implementation of electronic minutes and agenda.
- H. NEW BUSINESS**
 - 1.1 Recommendation from Facilities Naming Subcommittee (reference: the new Milpitas Library Project) – Mark Rogge**
 - 1.2 Work Plan job assignments.**
 - 1.3 4th of July Festival participation.**
- I. OTHER BUSINESS**
 - 1.1 Friends of the Milpitas Library Report**
 - 1.2 County Librarian Report**
 - 1.3 Community Librarian Report**
 - 1.4 City Council Report**
 - 1.5 City Staff Report**
 - 1.6 Future Agenda items**
- J. ADJOURNMENT** to scheduled meeting on July 19, 2004 at 7:00 p.m.

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**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
MILPITAS CITY HALL –COMMITTEE ROOM
455 E. Calaveras Blvd.
7:00 PM – July 19, 2004**

AGENDA

- A. FLAG SALUTE**
- B. ROLL CALL** Chairperson Marilyn Hay, Trinidad Aoalin, Diane Davis, Sen Fan, Carmen Montano, Margie Stephens, Sonny Wang

Alternates: Yu-Lan Chou
- C. APPROVAL OF MINUTES** May 17, 2004
- D. ANNOUNCEMENTS/CORRESPONDENCE**
Commissioners review and reports of attended library workshops.
- E. CITIZENS FORUM**
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- F. ADOPTION OF AGENDA** May 17, 2004
- G. OLD BUSINESS**
 - 1.1 Library Building Project Update**
City staff will provide an update on the Library Building Project.
 - 1.2 Library Naming Subcommittee Update**
- H. NEW BUSINESS**
 - 1.1 Review Work Plan job assignments.**
Report on action items.
- I. OTHER BUSINESS**
 - 1.1 Friends of the Milpitas Library Report**
 - 1.2 County Librarian Report**
 - 1.3 Community Librarian Report**
 - 1.4 City Council Report**
 - 1.5 City Staff Report**
 - 1.6 Future Agenda items**
- J. ADJOURNMENT** to scheduled meeting on September 20, 2004 at 7:00 p.m.

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**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
MILPITAS CITY HALL –COMMITTEE ROOM
455 E. Calaveras Blvd.
7:00 PM – September 20, 2004**

AGENDA

- A. ROLL CALL** Chairperson Marilyn Hay, Trinidad Aolin, Diane Davis, Sen Fan, Carmen Montano, Margie Stephens, Sonny Wang
- Alternates: Yu-Lan Chou, Lynne Estandarte
- B. SEATING OF ALTERNATES**
- C. FLAG SALUTE**
- D. APPROVAL OF MINUTES** July 19, 2004
- E. ANNOUNCEMENTS/CORRESPONDENCE**
Commissioners review and report on attended library workshops.
- F. CITIZENS FORUM**
Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must stand, state their name and address for the record, and limit their remarks to no more than two minutes. As an unagendized item, no response is required of the Commission or City Staff; however, the Commission may agendize the item for a future meeting.
- G. ADOPTION OF AGENDA** September 20, 2004
- H. OLD BUSINESS**
- 1.1 Library Building Project Update**
City staff will provide an update on the Library Building Project.
- 1.2 Library Naming Subcommittee Update**
- I. NEW BUSINESS**
- 1.1 Review Work Plan job assignments.**
Report on action items.
- 1.2 Youth Input for New Library**
Discuss invitation to Youth Advisory Commission for a joint meeting.
- 1.3 Ethics Workshop Training**
Discuss meetings to be held October 7 or 20, 2004.
- J. OTHER BUSINESS**
- 1.1 Friends of the Milpitas Library Report**
- 1.2 County Librarian Report**
- 1.3 Community Librarian Report**
- 1.4 City Council Report**
- 1.5 City Staff Report**
- 1.6 Future Agenda items**
- K. ADJOURNMENT** to scheduled meeting on November 15 at 7:00 p.m.

Public comment is allowed on agenda items that are of public interest.

A recorded agenda or minutes on standard cassette or printed in large type will be provided upon request by the Recreation Services Office for the visually impaired.

In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify the Milpitas Community Center 48 hours prior to the meeting at (408) 586-3210, TDD (408) 586-3267.

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
MILPITAS CITY HALL –COMMITTEE ROOM
455 E. Calaveras Blvd.
7:00 PM – November 15, 2004**

AGENDA

- A. ROLL CALL** Chairperson Marilyn Hay, Trinidad Aolin, Diane Davis, Sen Fan, Carmen Montano, Margie Stephens, Sonny Wang
- Alternates: Yu-Lan Chou, Lynne Estandarte
- B. SEATING OF ALTERNATES**
- C. FLAG SALUTE**
- D. APPROVAL OF MINUTES** September 20, 2004
- E. ANNOUNCEMENTS/CORRESPONDENCE**
Commissioners review and report on attended library workshops.
- F. CITIZENS FORUM**
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- G. ADOPTION OF AGENDA** November 15, 2004
- H. OLD BUSINESS**
- 1.1 Library Building Project Update**
City staff will provide an update on the Library Building Project.
- 1.2 Library Naming Subcommittee Update**
- I. NEW BUSINESS**
- 1.1 Review Work Plan job assignments**
Report on action items.
- J. OTHER BUSINESS**
- 1.1 Friends of the Milpitas Library Report**
- 1.2 County Librarian Report**
- 1.3 Community Librarian Report**
- 1.4 City Council Report**
- 1.5 City Staff Report**
- 1.6 Future Agenda items**
- K. ADJOURNMENT** to scheduled meeting on January 10 at 7:00 p.m.

Public comment is allowed on agenda items that are of public interest.

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**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
MILPITAS CITY HALL – COMMITTEE ROOM
455 Calaveras Blvd.
7:00 PM – March 17, 2003**

AGENDA

- A. FLAG SALUTE**
- B. ROLL CALL** Chairperson Marilyn Hay, Trinidad Aoalin, Diane Davis, Sen Fan, Carmen Montano, Margie Stephens, Sonny Wang

Alternates: Titus Cascaro, Yu-Lan Chou
- C. APPROVAL OF MINUTES** January 13, 2003
- D. ANNOUNCEMENTS/CORRESPONDENCE**
- E. CITIZENS FORUM**
Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must stand, state their name and address for the record, and limit their remarks to no more than two minutes. As an unagendized item, no response is required of the Commission or City Staff; however, the Commission may agendize the item for a future meeting.
- F. ADOPTION OF AGENDA:** March 17, 2003
- G. OLD BUSINESS**
 - 1.1 Library Building Project Update**
City staff will provide an update on the Library Building Project.
 - 1.2 Work Plan Status Report**
This item was continued from the Commission's November 18, 2002, and January 13, 2003, meetings. The Work Plan Subcommittee will provide a report as to its finding on other Library Advisory Commissions' duties, tasks, goals and objectives and how they are promoted.
- H. NEW BUSINESS**
 - 1.1 CAL Tech Workshop Report**
Commissioner Hay will report on a workshop she attended and present the Commission on a Board Effectiveness Training opportunity.
 - 1.2 Friends of the Library Brochure**
The Friends on the Milpitas Library is in the process of creating a brochure to promote their organization and services at the Milpitas Library. Commission will have an opportunity to provide input on the joint venture brochure.
- I. OTHER BUSINESS**
 - 1. FRIENDS OF THE MILPITAS LIBRARY REPORT**
 - 2. COUNTY LIBRARIAN REPORT**
 - 3. COMMUNITY LIBRARIAN REPORT**
 - 4. CITY COUNCIL REPORT**
 - 5. CITY STAFF REPORT**
 - 6. FUTURE AGENDA ITEMS**
- J. ADJOURNMENT** to scheduled meeting on May 19, 2003.

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**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
MILPITAS CITY HALL – COMMITTEE ROOM
455 E. Calaveras Blvd.
7:00 PM – May 19, 2003**

AGENDA

- A. FLAG SALUTE**
- B. ROLL CALL** Chairperson Marilyn Hay, Trinidad Aolin, Diane Davis, Sen Fan, Carmen Montano, Margie Stephens, Sonny Wang

Alternates: Titus Cascaro, Yu-Lan Chou
- C. APPROVAL OF MINUTES** March 17, 2003
- D. ANNOUNCEMENTS/CORRESPONDENCE**
- E. CITIZENS FORUM**
Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must stand, state their name and address for the record, and limit their remarks to no more than two minutes. As an unagendized item, no response is required of the Commission or City Staff; however, the Commission may agendize the item for a future meeting.
- F. ADOPTION OF AGENDA:** May 19, 2003
- G. OLD BUSINESS**
 - 1.1 Library Building Project Update**
City staff will provide an update on the Library Building Project.
 - 1.2 Library Tours Update**
City staff will provide an update on tours to recent libraries in the area.
 - 1.3 Work Plan Status Report**
This item was continued from the Commission's March 17, 2003, meeting. Commission to review Work Plans by other commissions and discuss possible format and/or topics.
 - 1.4 Board Effectiveness Training**
Update on the upcoming Board Effectiveness Training workshop.
- H. NEW BUSINESS**
 - 1.1 SCC Library Tax Measure Extension**
Commission will receive information on the March 2004 ballot measure to renew the benefit assessment tax for the Santa Clara Library system.
 - 1.2 July 4th Parade Participation**
Commission to discuss participation in the City's 2003 July 4th Parade.
 - 1.3 Review of 2004 LAC Meeting Schedule**
In preparation for the 2004 City Calendar, Commissions are asked to review their 2004 meeting schedule, and reschedule any meetings that fall on a City holiday.
- I. OTHER BUSINESS**
 - 1. FRIENDS OF THE MILPITAS LIBRARY REPORT**
 - 2. COUNTY LIBRARIAN REPORT**
 - 3. COMMUNITY LIBRARIAN REPORT**
 - 4. CITY COUNCIL REPORT**
 - 5. CITY STAFF REPORT**
 - 6. FUTURE AGENDA ITEMS**
- J. ADJOURNMENT** to scheduled meeting on July 21, 2003.

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**CITY OF MILPITAS
SPECIAL MEETING OF THE LIBRARY ADVISORY COMMISSION
MILPITAS CITY HALL – COMMITTEE ROOM
455 E. Calaveras Blvd.
7:00 PM – June 16, 2003
AGENDA**

A. FLAG SALUTE

B. ROLL CALL Chairperson Marilyn Hay, Trinidad Aoalin, Diane Davis, Sen Fan, Carmen Montano, Margie Stephens, Sonny Wang

Alternates: Titus Cascaro, Yu-Lan Chou

C. ANNOUNCEMENTS/CORRESPONDENCE

D. CITIZENS FORUM

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E. ADOPTION OF AGENDA: June 16, 2003

F. OLD BUSINESS

1.1 None.

G. NEW BUSINESS

1.1 Library and Senior Center Proposal

Staff will present a new proposal that involves relocating the sites of both the library and senior center building projects. Background information is included with the mailed agenda.

Recommendation: Recommend to the Library Subcommittee, approval of the proposal to exchange the sites of the library and senior center building projects.

H. OTHER BUSINESS

- 1. FRIENDS OF THE MILPITAS LIBRARY REPORT**
- 2. COUNTY LIBRARIAN REPORT**
- 3. COMMUNITY LIBRARIAN REPORT**
- 4. CITY COUNCIL REPORT**
- 5. CITY STAFF REPORT**
- 6. FUTURE AGENDA ITEMS**

I. ADJOURNMENT to scheduled meeting on July 21, 2003.

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**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
MILPITAS CITY HALL – COMMITTEE ROOM
455 E. Calaveras Blvd.
7:00 PM – September 15, 2003**

AGENDA

- A. FLAG SALUTE**
- B. ROLL CALL** Chairperson Marilyn Hay, Trinidad Aolin, Diane Davis, Sen Fan, Carmen Montano, Margie Stephens, Sonny Wang

Alternates: Titus Cascaro, Yu-Lan Chou
- C. APPROVAL OF MINUTES** June 16, 2003 and July 21, 2003
- D. ANNOUNCEMENTS/CORRESPONDENCE**
Approval of Library Advisory Commission Bylaws Revisions
Library Advisory Commission Staff Changes
- E. CITIZENS FORUM**
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- F. ADOPTION OF AGENDA:** September 15, 2003
- G. OLD BUSINESS**
 - 1.1 Library Building Project Update**
City staff will provide an update on the Library Building Project.
 - 1.2 Work Plan Status Report**
This item was continued from the Commission's July 21, 2003, meeting.
 - 1.3 SCC Library Tax Measure Extension**
An update on the Tax Measure process will be provided.
- H. NEW BUSINESS**
 - 1.1 None**
- I. OTHER BUSINESS**
 - 1. FRIENDS OF THE MILPITAS LIBRARY REPORT**
 - 2. COUNTY LIBRARIAN REPORT**
 - 3. COMMUNITY LIBRARIAN REPORT**
 - 4. CITY COUNCIL REPORT**
 - 5. CITY STAFF REPORT**
 - 6. FUTURE AGENDA ITEMS**
- J. ADJOURNMENT** to scheduled meeting on November 17, 2003.

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**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
MILPITAS CITY HALL – COMMITTEE ROOM
455 E. Calaveras Blvd.
7:00 PM – November 17, 2003**

AGENDA

- A. FLAG SALUTE**
- B. ROLL CALL** Chairperson Marilyn Hay, Trinidad Aolin, Diane Davis, Sen Fan, Carmen Montano, Margie Stephens, Sonny Wang

Alternates: Titus Cascaro, Yu-Lan Chou
- C. APPROVAL OF MINUTES** September 15, 2003
- D. ANNOUNCEMENTS/CORRESPONDENCE**
- E. CITIZENS FORUM**
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- F. ADOPTION OF AGENDA** November 17, 2003
- G. OLD BUSINESS**
 - 1.1 Library Building Project Update**
City staff will provide an update on the Library Building Project.
 - 1.2 Work Plan Status Report**
This item was continued from the Commission's September 15, 2003 meeting.
 - 1.3 SCC Library Tax Measure Extension**
An update on the Tax Measure process will be provided.
- H. NEW BUSINESS**
 - 1.1 None**
- I. OTHER BUSINESS**
 - 1. FRIENDS OF THE MILPITAS LIBRARY REPORT**
 - 2. COUNTY LIBRARIAN REPORT**
 - 3. COMMUNITY LIBRARIAN REPORT**
 - 4. CITY COUNCIL REPORT**
 - 5. CITY STAFF REPORT**
 - 6. FUTURE AGENDA ITEMS**
- J. ADJOURNMENT** to scheduled meeting on January 12, 2004 at 7:00 p.m.

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